

CITY OF BERLIN

New Hampshire

HOUSING COORDINATOR TEMPORARY FULL TIME

The City of Berlin is accepting applications for the position of Housing Coordinator. This position will be of a temporary full time nature reporting to the City Manager for an undetermined length of time. There will be no benefits associated with this position. The primary function of this position will be to continue to address the issue of surplus substandard or blighted housing within the City of Berlin. Doing this involves competing for local, state and federal funds, obtaining and dealing with hazardous substance remediation funds via grant writing, managing any funds received, writing and administering various types of contracts, work with other City departments concerning housing issues and assist the Finance Director with tax deeded properties and manage the sale or demolition of these properties as determined appropriate.

Educational requirements include a college degree in fields such as engineering, project management or equivalent. Must possess and maintain a valid passenger motor vehicle operator license. Significant experience in project management and in writing plans, proposals and grants. The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Job description is available at the City Manager's Office (603-752-7532), Berlin City Hall, 168 Main Street, Berlin, NH 03570, Monday thru Friday between the hours of 8:30 am and 4:30 pm or on the City website www.berlinnh.gov . Letters of interest and resumes must be received at the City Manager's Office by Thursday March 31st, 2011 *The City of Berlin is an equal opportunity employer.*

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Position Description

Housing Coordinator

The description below is general in nature. It is intended as a guide for personnel actions and is not intended as a complete itemization of all facets of the position. It is not intended to delimit or circumscribe the work of a position. Instead, it is intended to provide a descriptive foundation and general skill and responsibility level for the position. It may be updated at any time.

POSITION SUMMARY: The purpose of this position is to take the primary responsibility for addressing the City's housing issues first and foremost of which is the over-supply of sub-standard dilapidated housing in the City.

ACCOUNTABILITY: Works under the general supervision of the City Manager.

SUPERVISION EXERCISED: May provide general supervision to clerical staff and other staff or employees.

EXAMPLES OF WORK (Illustrative only):

- Coordinates housing policy development and program development with other City staff.
- Generates and amasses housing data from a city-wide perspective to neighborhood trends and down to specific buildings.
- Works with Code Enforcement, Fire, Health and other Departments to understand building conditions and to ensure effective housing code enforcement.
- Interprets and applies laws, ordinances, rules, regulations and policies as they relate to buildings.
- Develops ways to streamline and better organize existing laws and codes;
- Works to change/modify State Laws that address dilapidated housing issues or other matters that either directly or indirectly affect Berlin's progress in dealing with housing.
- Works with State and Federal official in developing housing programs and obtaining and carrying out grants.
- Becomes well versed in funding sources at all levels, apply for grants and other types of funding opportunities in order to meet the goals and plans set forth for neighborhoods or specific buildings.
- Project manage housing funding opportunities that the City may have been awarded.
- Assists with the tax deeding process; identify issues that may affect tax deeding (such as hazardous materials conditions), help find "missing" owners, work with City Attorney, evict residents that may be living in a tax deeded property, secure properties, determine best course of action for specific properties and either sell or demolish properties.
- Writes and project manages demolition contracts for City owned or tax deeded properties.
- Develop/partner and work on programs that will assist the elderly and low income population on the rehabilitation of their properties.
- Maintains a database of all information gathered, prepares and maintains all necessary records, photographs, and other materials required by City ordinance or state law, and as assigned

- Serves as the outreach coordinator for a variety of home ownership and home repair programs, provides technical assistance to home owners relative to financing, repair and home ownership programs.
- Implements a neighborhood revitalization strategy and works with others to develop a demolition or utilization plan for surplus and dilapidated housing stock.
- Works with New Hampshire Department of Environmental Services in remediating City owned hazardous sites. Competes for NHDES and EPA funds to pay for remediation projects.
- Coordinates and staffs meetings of advisory board.
- Effectively and simultaneously manages multi-million dollar projects, develops cost management tools, works with Finance Director and understand cost coding and tracking.
- Writes and manages residential and commercial abatement bids.
- Performs other related duties as assigned or required.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

Must have the following abilities; Ability to take initiative at organizing and developing housing information; Ability to coordinate among city agencies. Strong project management skills. Strong oral and writing skills. Ability to communicate ideas and describe complex situations in simple terms. Good knowledge of state and local building and health related laws, codes and standards. Working knowledge of general building construction materials practices and codes. Awareness of hazardous materials and the requirements and methods of removal and disposal. Knowledge of equipment, facilities, materials, methods, techniques and practices used in both building construction and environmental health inspection and compliance activities. Ability to effectively perform routine inspections of general building construction. General knowledge of personal computer hardware and software including familiarity with the use of various software applications including word-processing, electronic spreadsheets and data bases. Ability to establish and maintain effective working relationships with employees, other agencies and the general public. Ability to work as a senior manager, be innovative and self-motivated with little oversight.

EXPERIENCE, EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:

College degree in fields such as engineering, project management or equivalent. Must maintain a valid passenger motor vehicle operator license. Significant experience in project management and in writing plans, proposals and grants. The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

ENVIRONMENT, WORKING CONDITIONS, PHYSICAL EFFORT:

While much of the work is of a supervisory and administrative in nature, the position may require being in disagreeable elements both indoors and outdoors as working conditions require in all types of weather. This includes the ability to lift up items weighing up to 50 pounds. Must be able to communicate with the public, supervisors and with other employees. May be required to work evening and/or weekend hours.